

SECTION 7 PERFORMANCE RATINGS

7-1. Purpose of Performance Ratings. The Human Resources Director shall establish and make effective a system of performance ratings designed to give a fair evaluation of the employee's work performance. Performance ratings shall be prepared and recorded for all probationary and regular status employees at regular intervals, not to exceed twelve (12) months. Performance ratings and length of service shall, together with other criteria, be considered in determining salary increases and in making promotions, reassignments, reclassifications, demotions, and separations. Each employee shall be furnished a copy of his/her performance rating. All employees' ratings shall be reviewed by the affected employee.

7-2. Performance Rating.

- a. Employees shall be rated by their immediate supervisor(s) on individual forms. If a given employee has received training under a supervisor, it is recommended that such training supervisor shall be included in the rating process of said employee.
 - i. The heads of each division within the Police Department shall review the performance ratings of the personnel within their respective divisions.
 - ii. The commanding officers of each division in the Fire Department shall review the performance ratings of the personnel assigned to them.
 - iii. The Department Head or designee will sign each completed evaluation form and may include comments or recommendations concerning any of the performance ratings.

7-3. Basis for Merit. Persons in the Public Safety Service shall be fairly and impartially rated based upon actual observation and careful, objective analysis, according to their job knowledge, initiative, dealing with public, quality and quantity of work, etc. Employee strengths and areas needing improvement should be noted in addition to the development of specific goals to be completed within the next year.